

# Staff Stuff

A Monthly Publication for the Shelton State Community College Support Staff



Vol. 3 Number 6 - June 1993

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## PRESS CONFERENCE HELD

A Press Conference to announce the hiring of the college's architecture firms was held on Wednesday, June 9th. Dr. Tom Umphrey and Mr. Victor Poole announced the selection of Volkert and Associates in Mobile and P H & J in Montgomery as the architects for developing the new college campus. The Press Conference was held on the new property site with officials from the Tuscaloosa County Commission, Tuscaloosa City Council and local State Representatives in attendance.



The architectural teams will meet with college employees over the next six weeks to gather information in developing a master plan for the campus site. The development of the Master Plan will take 6 to 9 months.

## SUPPORT STAFF WORKSHOP

There will be a Professional Development Workshop for support staff on Friday, June 18th. Dr. Milady Murphy will conduct a session on "Stress Management in the Workplace."

The session will be from 1:00 p.m. - 2:15 p.m. in the Wellness Center on the Skyland Campus. Your participation is encouraged.

## WELLNESS CENTER PILOT PROGRAM

From February through May this year, the Shelton State Wellness Center participated in a pilot wellness program for students in Patsy Howell's fifth-period physical education class at Central East high school and the mentally and physically challenged students under the direction of Ann Marks at the Educational Resource Center.



Students involved in this project were given information on nutrition for health living and an exercise program that they could participate in after graduation. The body composition of the students was tested before and after the program. Also, studies "before and after" were self-esteem and attitudes towards nutrition and exercise.

According to Dr. Milday Khoury-Murphy, Director of the Wellness Center, "the results are not complete yet, but through observation I can see great changes in their attitudes towards fitness and in health." Dr. Murphy said that the thing which was "most noticeable" was that the students had better muscle tone after the program. This seemed to be motivation in and of itself for the students to

want to continue after graduation with what they had learned about healthy lifestyles.

## NEW POLICY ON SEXUAL HARASSMENT

The college has adopted the following policy regarding Sexual Harassment.

No employee or student of Shelton State Community College shall be subjected to sexual harassment. The college is committed to a working and educational environment which recognizes the dignity and worth of every employee and student of the college. Sexual harassment will not be condoned.

Sexual harassment is defined, for purposes of this policy, as "any conduct of unwelcomed sexual advances, unwelcomed requests for sexual favors, and other unwelcomed verbal or physical conduct of a sexual nature."

Examples of sexual harassment include, but are not limited to, conduct of a sexual nature when:

1. Submission to such conduct is a term or condition of an individual's education or employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for making educational or employment decisions; and/or
3. Such conduct has the purpose of creating an intimidating, hostile or offensive environment for working or learning.

Sexual harassment shall subject the offender to possible disciplinary action which can include suspension or dismissal.

### Reporting Acts of Sexual Harassment

Any Shelton State Community College student or employee who believes that he/she is being or has been sexually harassed should make the situation known to the appropriate administrative officials.

Employees should report problems of sexual harassment to the Personnel Office. Students with complaints of sexual harassment against another student, a faculty member, staff member or administrator should contact the Dean of Students Office. The Dean of Students will then coordinate efforts of pursuing the circumstance with the Assistant to the President.

Any college employee or student who experiences sexual harassment from a person who is not a student or employee should contact the Department of Public Safety.

Shelton State Community College is committed to providing a positive, discrimination-free educational and work environment.

SHELTON STATE COMMUNITY COLLEGE  
Record Series: News Letter  
File: E6-1-12-5  
Date: 3-28-97





## CLOSURE DAY

All campuses of Shelton State Community College will be closed on Monday, July 5th in observance of Independence Day. Have a safe and happy holiday



## HANDBOOK TO BE REVISED

With many revisions needed due to the semester change-over, the Personnel Handbook will soon be updated. If you have any suggestions for the new handbook, please contact the Assistant to the President's Office by July 1, 1993.

## MERGER PROCESS

The merger process between SSCC and C. A. Fredd, continues to go smoothly. Faculty, Staff, and Administrators meet weekly to manage the change-over to a semester system, update curriculum, and evaluate personnel.

## NEW CONSENT DECREE POSSIBLE

Shelton State Community College, as all two-year college's in Alabama, currently coordinate all hiring practices under the "Lee vs. Macon Consent Decree." This decree went into effect in 1976 as the result of a discrimination lawsuit involving the Alabama State Board of Education. Guidelines under "Lee vs. Macon" govern the advertising, interviewing and selection process for all full-time positions.

Because of a current ongoing lawsuit a new consent decree may soon be placed into effect. When approved, the new consent decree will place strict standards for hiring minorities and females for all full-time positions.

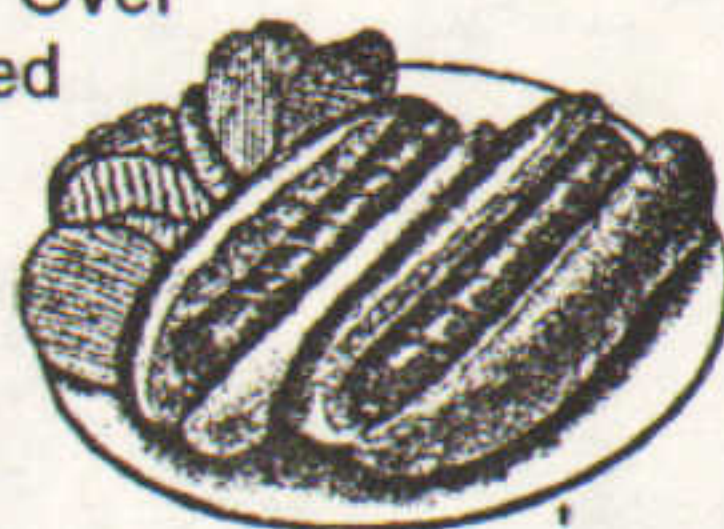
One possible change that will affect Support Staff, is the process now in place for in-house transfers. If implemented, the consent decree will limit in-house transfers to full-time, non-probationary employees only. Probationary and part-time employees will be considered for position vacancies with other external applicants.

More information on this subject will be forthcoming soon.

## FREDD FUN DAY

The C. A. Fredd Campus hosted a cook-out for college employees on May 24th. Over 150 faculty and staff enjoyed hamburgers, hot dogs, and all the fixings.

In an unofficial event Humphrey Lee tied Mark Cornelius in the "Weiner Eating Contest."



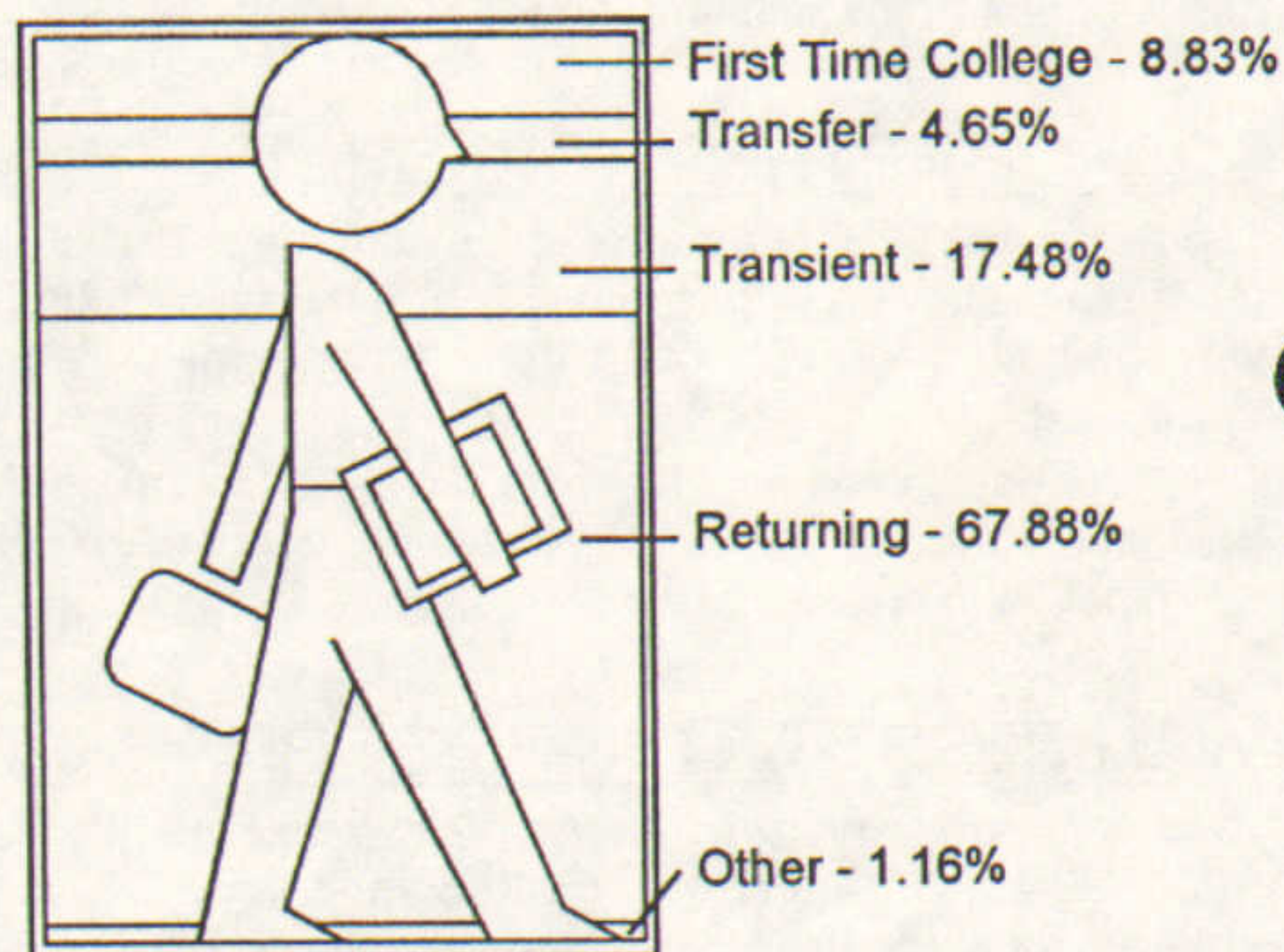
## COMPUTER INCOMPATABILITY

Several new computers have been installed recently, replacing the older PS/2's used by the faculty. When the computers were installed, there was a problem with the diskette drives. The new machines would not read a diskette formatted on the PS/2. After checking with several computer technicians, it was decided that the problem is with the PS/2's and not the new equipment.

This problem has occurred many times during the last few years and the only solution is to format the diskettes on the new equipment. The cause of the problems is very simple, when the diskette is formatted on the PS/2 the information is not positioned in exactly the right spot. Any deviation for the industry standard will result in an "input/output error." Once the diskette has been formatted on the new equipment, information can be copied from the PS/2 and reloaded onto the new hard disk drive with no problems.

## TYPES OF STUDENTS

Shelton State Community College caters to several types of students. This included "First Time College students", "Transient", "Transfer", "Returning", and others. The students enrolled in the Summer semester can be grouped as follows:



As seen in the chart above, the majority of the colleges students are "Returning", followed by "Transient". The "Other" group includes "Audits", "Advanced High School" and "Training for Business / Industry".

## FIRE COLLEGE CATALOG

The newest edition of the Alabama State Fire College Catalog was recently published. The catalog is very impressive and continues to attract positive comments from around the south. Congratulations to the Fire College Staff.



## CONGRATULATION?!?!

Loretta Jones  
Rhonda Smith